



**Rice Community Economic Development Corporation  
RICE, TEXAS**

**Monday, September 11, 2023**

**6:00 PM**

**Rice City Hall**

**305 N. Dallas Street**

**Rice, TX 75155**

**AGENDA**

1. Roll Call
2. Pledge of Allegiance
3. Invocation
4. Public Forum
5. Agenda Items
  - a. Board Update: Mr. Franks
  - b. Archa Update
  - c. Discuss and Deliberate Letter of Intent to Parks & Rec. Dept
  - d. Discuss and Deliberate Date of Presentation to Parks & Rec.
  - e. Discuss and Deliberate EDC Grant Applications
  - f. Discuss Updates to the Business Improvement Grant Application Process
  - g. Discuss and Deliberate Closing Current Business Improvement Grant
  - h. Discuss & Deliberate Plan for Advertising
  - i. Discuss Project Approval Process per the TML EDC Handbook
  - j. Discuss and Deliberate Minutes from 08/14/23 Budget Workshop
  - k. Discuss and Deliberate EDC Budget Meeting Minutes from 08/14/2023
  - l. Discuss and Deliberate Financial Statement
6. Adjourn



Item Title: Board Update: Mr. Franks

**Summary:**

Mr. Franks will update the EDC Board with questions and concerns from the Mayor about our budget and spending.



Item Title: Archa Update

**Summary:**

- Grant Applications for EDC Projects
- Bids for EDC Projects
- Status of potential donation for addition to Downtown Property (Family Trust)



Item Title: Discuss and Deliberate Letter of Intent to Parks & Rec. Dept

**Summary:**

RE: Cool-Space 500 (evaporative cooler)

We will vote to approve/amend the proposed Letter of Intent to present to the City of Rice Parks & Recreation Department outlining our intentions for use of the cooler; with a focus on adding revenue to rental of the gym & for the well being of the community.



Item Title: Discuss and Deliberate Date of Presentation to Parks & Rec.

**Summary:**

Schedule a date to formally present the Cool-Space 500 & Letter to the Parks & Rec Dept.



MONTH DAY, 2023  
City of Rice Parks & Recreation Department  
305 N. Dallas St.  
Rice, TX 75155

We, the Board Members of the Rice Economic Development Corporation (EDC), are happy to announce our decision to grant a new Cool-Space 500 portable, evaporative cooler to the City of Rice Parks & Recreation Department to be used in the City of Rice Gym\*. We believe that this donation will significantly enhance the experience of those who use the gym for sporting and community events.

We want to recognize the efforts of the City of Rice and citizen volunteers to make better use of our recreational facilities, and hope to contribute to this ongoing endeavor by helping to create a more enjoyable environment. The Cool-Space 500 will cool up to 6,500 sq/ft by 33°F for 10 hours without needing to be connected to a hose (once the reservoir is full). We believe that it will be a valuable addition to the department's resources, ensuring that patrons of the City of Rice Gym can stay comfortable during their use of the facility.

We also want to comply with our mission as an EDC to create additional revenue. Our intent is for the Cool-Space 500 to be used as a resource to increase gym rentals, and as an option to collect additional fees.

We are excited about this contribution and look forward to working closely with the City of Rice to ensure its successful implementation. We are honored to be able to assist with the continued improvement of our city's Parks and Recreational facilities, and creating more accessibility for all to enjoy them.

Sincerely,

The members of the Rice EDC

*\* Any damage to the equipment will be the responsibility of the City of Rice to repair or replace, the Rice EDC will not be held liable for any damage to or injury caused by the use of the Cool-Space 500*



Item Title: Discuss and Deliberate EDC Grant Applications

Summary:  
Turbo Express



Item Title: Discuss Updates to the Business Improvement Grant Application Process

Summary:  
We need to outline the process, requirements, and details of our Business Improvement Grant  
\*to be written and voted on in our next meeting.



Item Title: Discuss and Deliberate Closing Current Business Improvement Grant

Summary:  
We will need to decide if and when to close out our current grant application period.



Item Title: Discuss & Deliberate Plan for Advertising

Summary:  
Our advertising budget for 2023 Fiscal Year (starting Oct 1) will be spent on targeted online advertising through Facebook via our EDC Facebook Page, Google, and application online publications. In addition we may purchase printed ad space in local newspapers (ie. Coriscana, Ennis, etc)

Ads will be focused on promoting local businesses, announcing EDC initiatives/successes, promoting Rice based events, and real estate listings.



Item Title: Discuss Project Approval Process per the TML EDC Handbook

**Summary:**

We will review the latest TML (Texas Municipal League) EDC Handbook to understand the approval process our projects are subject to.



Item Title: Discuss and Deliberate Minutes from 08/14/23 Budget Workshop



Item Title: Discuss and Deliberate EDC Budget Meeting Minutes from 08/14/2023



Item Title: Discuss and Deliberate Financial Statement

**Summary:**

\*\*\*Please note that the Financial Statement software (Fundview) utilized by the City of Rice does not integrate with the bank (Harmony Bank); therefore, deposits/debits may not be immediately be reflected respectively.\*\*\*

- A final invoice for the City of Rice loan payment has been sent, total: \$7,500
- The 4th quarter revenue is not included, as the quarter does not end until 09/30 and that is when all deposits are reflected



**MINUTES**  
**Rice Community Economic Development Corporation**  
**Budget Workshop**  
**Monday, July 10, 2023**  
**5:00 PM**  
**Rice City Hall**  
**305 N. Dallas Street**  
**Rice, TX 75155**

**Item 1: Roll Call**

James Franks: Call Meeting to Order 5:25 pm  
Members Present: James Franks, Garry Teague, Laura McGee, Rolando Chapa, Brandi Solomon, Jared Alsup  
Non-members Present: Archa Cassel, EDC Executive Coordinator

**Item 2: Pledge of Allegiance Led by All**

**Item 3: Invocation Prayer Led by Jared Alsup**

**Item 4: Agenda Items**

a. Budget Workshop

We reviewed the current budget, financial statement, and bank statements and estimated our carry-over to be: \$140k, remaining City of Rice loan payment: \$5k, estimated tax revenue: \$40k

Estimated available budget for fiscal year 2024: \$185,000.00

We reviewed each line item of our current budget, our spending trends, and potential additional projects and programs we would like to allocate funds for. We suggested what amendments we would like to make to our current budget items.

It was noted that we would like to remove the COVID19 grant line item, and add line items for Recreational Improvements, EDC Property Improvements, and Additional Development Improvements.

A motion to adjourn the budget workshop was made by James Franks, and 2<sup>nd</sup> by Brandi Solomon.

Ayes: Laura McGee, Garry Teague, Jared Alsup, Rolando Chapa

Nays: None

Meeting was adjourned.

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_ Date: \_\_\_\_\_



**MINUTES**  
**Rice Community Economic Development Corporation**  
**Budget Meeting**  
**Monday, August 14, 2023**  
**6:00 PM**  
**Rice City Hall**  
**305 N. Dallas Street**  
**Rice, TX 75155**

**Item 1: Roll Call**

James Franks: Call Meeting to Order 6:28 pm  
Members Present: James Franks, Garry Teague, Laura McGee, Rolando Chapa, Brandi Solomon, Jared Alsup

Non-members Present: Archa Cassel, EDC Executive Coordinator

**Item 2: Pledge of Allegiance Led by All**

**Item 3: Invocation Prayer Led by Garry Teague**

**Item 4: Public Forum**

Applications for new Board Members were made available, Tonya Roberts was present.

**Item 5: Agenda Items**

- a. Discuss and Deliberate each budget line item, including removal and additions as noted on the following page.
  - A motion was made by Laura McGee to approve the proposed budget, 2<sup>nd</sup> by Jared Alsup; Ayes: James Franks, Garry Teague, Rolando Chapa, Brandi Solomon; Nays: None; Motion Passed
- b. Discuss & Deliberate Minutes from July Meeting
  - A motion was made by Rolando Chapa to approve the meeting minutes, 2<sup>nd</sup> by James Franks; Ayes: Garry Teague, Brandi Solomon; Laura McGee, Jared Alsup Nays: None; Motion Passed
  - \* it was noted by Jared Alsup that we should ensure our statement is updated to include the remaining tax revenue, and that we have statements for the fiscal year*

**Item 6: Adjourn**

Motion to adjourn by Laura McGee, 2<sup>nd</sup> by Rolando Chapa  
Ayes: James Franks, Jared Alsup, Garry Teague, Brandi Solomon  
Nays: None  
Meeting was adjourned

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator



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**AGENDA**

1. Roll Call
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4. Public Forum
5. Agenda Items **EDC APPROVED/PROPOSED BUDGET Monday 08/14/23**
  - a. Discuss and Deliberate Contract Labor **\$15,000.00**
  - b. Discuss and Deliberate Office Supplies **\$500.00**
  - c. Discuss and Deliberate Printing Supplies **\$200.00**
  - d. Discuss and Deliberate Postage **\$100.00**
  - e. Discuss and Deliberate Training **\$7,000.00**
  - f. Discuss and Deliberate Audit Expense **\$1,000.00**
  - g. Discuss and Deliberate Legal and Professional Fees **\$1,000.00**
  - h. Discuss and Deliberate Advertising **\$3,500.00**
  - i. Discuss and Deliberate Public and Employee Relations **\$2,500.00**
  - j. Discuss and Deliberate Hardware/Software **\$1,000.00**
  - k. Discuss and Deliberate Property Acquisitions **\$10,000.00**
  - l. Discuss and Deliberate Business Improvement **\$30,000.00**
  - ~~m. Discuss and Deliberate COVID-19 Stimulus Grant~~
  - n. Discuss and Deliberate EDC Reserves **\$60,000.00**
  - o. Discuss and Deliberate Adding Budget Items

**+ Recreational Improvements: \$26,000.00**  
**+ EDC Property Improvements: \$15,000.00**  
**+ Additional Development Projects: \$12,000.00**  
**Total Spending: \$124,800.000**